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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 June 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 21, Week of 27 May - 2 June 1958.

1. Telephone Training in Clerical Orientation. In response to requests from Agency Offices, additional emphasis is being placed on the kind and the amount of telephone training offered in Clerical Orientation. A recording device has been installed in the telephone training laboratory which enables the instructor to record the practice telephone calls made by the students during the training session. The recordings are then played back to class members for the purpose of critical analysis and discussion.

2. Telephone Film Previewed. "Your Tell-Tale Voice," a film produced by the Telephone Company, was previewed by members of the Clerical Training staff this week. This film is designed for the training of switchboard operators, so, although the subject matter is practical, the approach is not too adaptable to our training procedure. It is doubtful if we will endeavor to incorporate it into the regular COT telephone training period. However, we may use it in special tutorial training.

3. Numbers in Clerical Induction Training. During the week of 27 May there were 8 people in Clerical Induction Training. Of those, one entered for the first time.

4. Numbers in Clerical Orientation Training. During the week of 27 May there were 10 people in Clerical Orientation.

5. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 27 May were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	1	1
Typewriting	2	1

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6. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 2 June were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	1	0
Typewriting	8	1



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Matt - Thanks for your fine note
re Refresher Training cut-back.
It said volumes. *EL*

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